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February 2, 2010

Addendum No. 1

to

Request for Proposal dated January 13, 2010,
for Regional Transit Capital Inventory Project - Phase 2

Dear Consultant:

This letter is Addendum No. 1 to the Regional Transit Capital Inventory Project - Phase 2 Request for Proposal (RFP) dated January 13, 2010. Where text is revised, deleted text is shown in strike-through format; added text is *italicized*. The RFP is revised as follows:

<u>Addendum Item</u>	<u>Reference</u>	<u>Change</u>
1	Letter of Invitation, Scope of Work, Schedule and Budget, paragraph 5, page 3 and RFP, Section III.B, page 5	All work <i>under Tasks 1-4 of the Scope of Work</i> resulting from this RFP must be completed by December 31, 2010. At MTC's sole option, MTC may <i>extend the period of performance for Task 5 and/or</i> amend the contract to obtain additional consulting services for Phase 3 of the project.
2	RFP, Section IV.G, page 8	Provide a full description and breakdown of the expected expenditures of funds for each task contained in <i>Appendix A – Scope of Work</i> . The budget should include, but is not limited to a task budget and a line item budget with billing rates . <i>In addition, provide fully loaded hourly rates to be applied to Task Order work under Task 5.</i> 1. The task budget should present a breakdown of hours and expenses by task and deliverable for the project. It should identify or refer to key personnel or job descriptions in relation to each task to provide a full explanation of the resources committed to the project. The line item budget should present a breakdown of costs by cost categories, including billing <i>hourly</i> rates for key personnel and job classifications. The line item budget

- 2 RFP, Section IV.G, page 8, continued
- should be set forth on the *Cost and Price Analysis Form* attached hereto as *Appendix B* to this RFP. A line item budget should also be submitted for proposed sub-consultants with contracts estimated to exceed \$25,000. *Appendix B* is available in electronic spreadsheet format upon request. *Appendix B is requested for evaluation purposes only.*
2. *Fully-loaded hourly rates for all personnel to be used for Task Order work under Task 5. Such hourly rates should include overhead, fringe benefits, other indirect costs, and profit.*
- 3 RFP, Section VI.D, Contract Arrangements, Paragraph 4, Page 11
- All work *under Task 5 of the Scope of Work* will be assigned pursuant to MTC initiated task orders. *Such The task orders resulting from this RFP will be compensated on a time and materials basis. A sample task order form is attached hereto as part of Appendix F, Task Order Process.*

The remaining provisions of the Request for Proposal, dated January 13, 2010, remain unchanged. In the event of a conflict between this addendum and the previous version(s), this addendum shall take precedence.

Any questions concerning this addendum to the RFP should be directed to Glen Tepke, Project Manager, at (510) 817-5781 or <gtepke@mtc.ca.gov>.

Sincerely,



Ann Flemer
Deputy Executive Director, Policy

AF: GT

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